

Texas Comptroller of Public Accounts

Sales Reporting and Reconciliation Statewide Contract Reporting System

Contractor (Vendor) Guide

UPDATED: March 2012



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Introduction

This document is intended to be used by contractors (also commonly referred to as suppliers or vendors) to learn and understand the Statewide Contractor Reporting System (“the System”) and how reporting to the State of Texas is impacted. Contractors are expected to interact with the System on a monthly or more frequent basis, so it is essential for contractors to understand the System’s display, how offline sales must be reported to the state, and how to view reports. This guide also walks through the steps contractors must complete to fulfill contractual requirements for submitting monthly sales (or “no sales”) reports to the state.

General Questions

For any questions about the Statewide Contract Reporting System, contractors should reference the following documents found on the Contractor Reporting Help page (“Help” link: <http://www.window.state.tx.us/help/contractor/index.php>).

- Statewide Contractor Reporting System FAQs document- Provides common questions and answers for the reporting system.
- Statewide Contractor Reporting Guide (this guide)

If an answer cannot be found after referencing the guides available, contractors should use the contact information below to get answers to a question. This contact information can also be found on the Contractor Reporting Help page:

- General Questions for reporting data or reporting requirements,
 - E-mail tpass_cmo@cpa.state.tx.us
 - Or, Call toll-free (888) 479-7602 or (512) 936-2764 in Austin.
- System access problems related to MyCPA / CMBL profile login
 - E-mail e.cmb1@cpa.state.tx.us
 - Or, call the CMBL Help Desk at (512) 463-3459.
- Questions related to administrative fee payments, billing, or invoices
 - E-mail TxSmartBuybilling@nicusa.com
 - Or, call (512) 651-9881.

Access Types

The Statewide Contractor Reporting System can be accessed by two user types:


Private User

A Private User (Contractor) is a user who accesses the Contractor Reporting Dashboard from the link provided once logged in to the MyCPA website. Upon successful login and authentication from MyCPA (CMBL), the system will direct the user to the private view of the Statewide Contract Reporting System where the user will then be able to report sales and access reports.

The following steps should be followed to access the Private view of the system

1. The user accesses the MyCPA website (<https://mycpa.cpa.state.tx.us/securitymp1portal/start.do>) and selects to Login.
2. The user enters login information and submits.
3. The MyCPA system successfully authenticates the user.
4. The user selects the “CMBL / HUB Menu” tab within MyCPA.
5. The user enters their 11 digit Vendor ID number.
6. The user selects the appropriate link to their 2 digit location code (typically “00”).
7. In the “Reporting” box, the user selects the “Contractor Reporting Dashboard” link to access the reporting system.
8. The System authorizes the user, verifies the user’s Vendor ID, and displays the Dashboard to the user.

Private User Dashboard View


Window on State Government
Susan Combs Texas Comptroller of Public Accounts

Statewide Contractor Reporting Dashboard
Help

Statewide Contractor Reporting Dashboard

Welcome to the Statewide Contract Reporting System! The system allows statewide contractors to:

- Upload mandatory offline sales reports (for actual sales, or to report no offline sales) for orders received that are not processed through TxSmartBuy.
- View the online TxSmartBuy purchase order information.
- View summary reports that show total TXMAS fees and TxSmartBuy administrative fees for offline and TxSmartBuy purchase orders.

Please click on the menu links below for more information on each menu item. If you have any additional questions please access the Help link in the top right hand corner.

Offline Sales Reporting

[Download Contractor Sales Report Template](#)
[Upload Offline Sales Report](#)
[Submit No Sales](#)

View Sales Reports

Offline Reports

[Non-Compliance Report](#)
[Contractor Activity Report](#)
[Offline Sales Report \(Snapshot\)](#)
[Offline Sales Report \(History\)](#)
[Offline Sales Finance Report](#)
[View Administrative Fee Account Statement](#)

TxSmartBuy Reports

[Online Sales Report \(Snapshot\)](#)
[Search and View Online Purchase Orders](#)

Combined Reports

[View Contractor Sales Summary Information Report](#)

[Return to MyCPA](#)

[Go to State Purchasing Website](#)

Public User

A public user is a user whose access is initiated when the user accesses the Statewide Contract Reporting System without logging in through MyCPA. Public users may not upload sales reports or report no sales in the system. A public user may navigate to the reporting system through a link provided on www.txsmartbuy.com, or by entering the web address for the reporting system. The public user's Dashboard will display the areas of the reporting system that a public user may access.

Public User Dashboard View

The screenshot shows the 'Statewide Contractor Reporting Dashboard' for a public user. At the top, there is a header with the 'Window on State Government' logo and 'Susan Combs Texas Comptroller of Public Accounts'. Below this is a blue navigation bar with the title 'Statewide Contractor Reporting Dashboard' and a 'Help' link on the right. The main content area has a heading 'Statewide Contractor Reporting Dashboard' followed by a welcome message: 'Welcome to the Statewide Contract Reporting System! The system allows statewide contractors to:'. A bulleted list follows: 'Upload mandatory offline sales reports (for actual sales, or to report no offline sales) for orders received that are not processed through TxSmartBuy.', 'View the online TxSmartBuy purchase order information.', and 'View summary reports that show total TXMAS fees and TxSmartBuy administrative fees for offline and TxSmartBuy purchase orders.' Below the list is a note: 'Please click on the menu links below for more information on each menu item. If you have any additional questions please access the Help link in the top right hand corner.' The dashboard is organized into sections: 'Offline Sales Reporting' with a link to 'Download Contractor Sales Report Template'; 'View Sales Reports' with a sub-section 'Offline Reports' containing links for 'Non-Compliance Report', 'Contractor Activity Report', 'Offline Sales Report (Snapshot)', 'Offline Sales Report (History)', and 'Offline Sales Finance Report'; 'TxSmartBuy Reports' with links for 'Online Sales Report (Snapshot)' and 'Search and View Online Purchase Orders'; and 'Combined Reports' with a link to 'View Contractor Sales Summary Information Report'. At the bottom, there are two yellow buttons: 'Return to MyCPA' and 'Go to State Purchasing Website'.

Contractor Dashboard

Contractors may access the Statewide Contract Reporting System by logging in the Comptroller's MyCPA website, or through a public URL that can be found at www.txsmartbuy.com. The functions covered in this guide will be from a Private User view. The differences between the two views are minor and are noted through this guide.

Features of the Dashboard

- Dashboard Menu
 - All functions of the Statewide Contract Reporting System are displayed along the left hand side of the page. These functions are separated out by:

- “Offline Sales Reporting” menu – This menu is where tools for offline sales reporting are located.
- “View Sales Report” – This menu includes reports pertaining to Offline Sales, Online Sales (TxSmrtBUy), and other available Reports.

Offline Sales Reporting

[Download Contractor Sales Report Template](#)

[Upload Offline Sales Report](#)

[Submit No Sales](#)

View Sales Reports

Offline Reports

[Non-Compliance Report](#)

[Contractor Activity Report](#)

[Offline Sales Report \(Snapshot\)](#)

[Offline Sales Report \(History\)](#)

[Offline Sales Finance Report](#)

[View Administrative Fee Account Statement](#)

TxSmartBuy Reports

[Online Sales Report \(Snapshot\)](#)

[Search and View Online Purchase Orders](#)

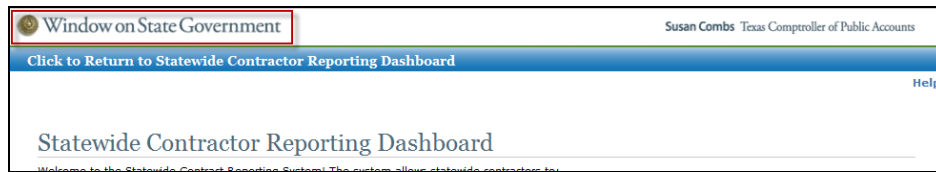
Combined Reports

[View Contractor Sales Summary Information Report](#)

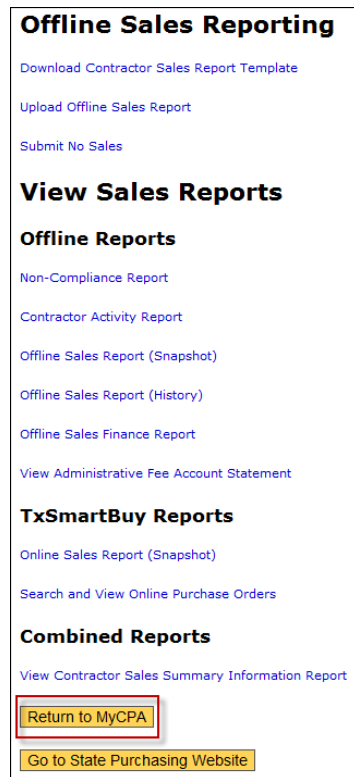
[Return to MyCPA](#)

[Go to State Purchasing Website](#)

- Return to the Windows on State Government webpage link
 - To return to the Windows on State Government page (<http://www.window.state.tx.us/>) you may click anywhere on the “Window on State Government” title found on the top left hand corner of the page.



- Return to the MyCPA link, this is where Centralized Master Bidder's List information is maintained
 - To return to the MyCPA website, select "Return to MyCPA" link on the bottom left hand corner of the dashboard page.



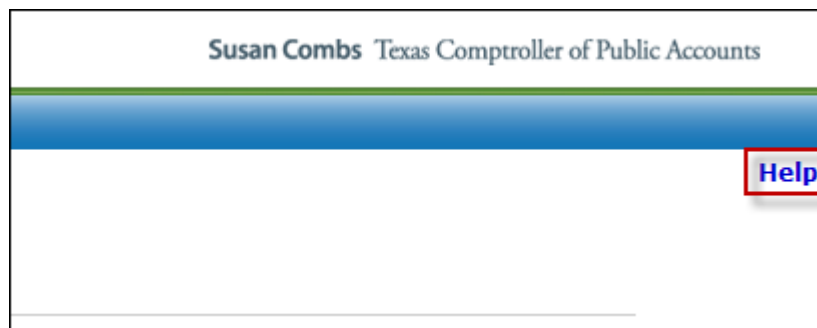
- Go to State Purchasing Website link

- To go to the State Purchasing Website, select the link found on the bottom left hand corner of the Dashboard page under the “Return to MyCPA” link.



- Help

- For question regarding the Statewide Contract Reporting System, users may access the “Help” button on the top right hand corner to be directed to the Contractor Reporting Help page. This page includes:
 - Email/Phone Contacts
 - Contractor Reporting Guide: Detailed Guide to using the Reporting System,
 - FAQs: Frequently Asked Questions about the Reporting System
 - Overview of the Statewide Contractor Reporting System: An overview of the purpose and uses of the Reporting System.
 - Links to the MyCPA Login Page and the Reporting System’s public site.



Download Contractor Sales Report Template

The Contractor Sales Report template is the required template that must be used to upload and submit offline sales to the state. The Contractor Sales Report Template is available on the private and public view of the Reporting System. This template includes an error-checking tool that assists in ensuring that data entered into the template is done correctly prior to uploading the report.

The following steps should be followed to download the Contractor Sales Report Template:

1. Select the “Download Contractor Sales Report Template” from the Offline Sales Reporting menu located on the far left side of the Dashboard.



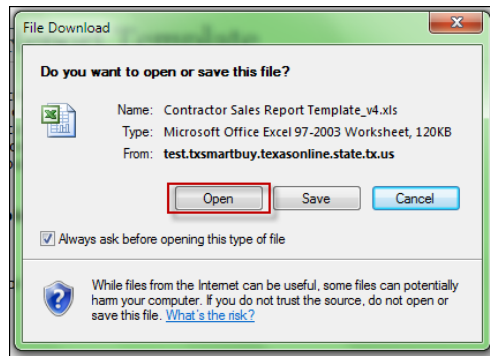
2. The system will then display the “Download Contractor Sales Report Template” page. This page includes a description of the purpose and use of the template and directions for using the template. The template is available for download for the Microsoft Excel 2003 or Microsoft Excel 2007 versions of Excel. It is important that the version selected is compatible with the version of Excel on the contractor’s system.



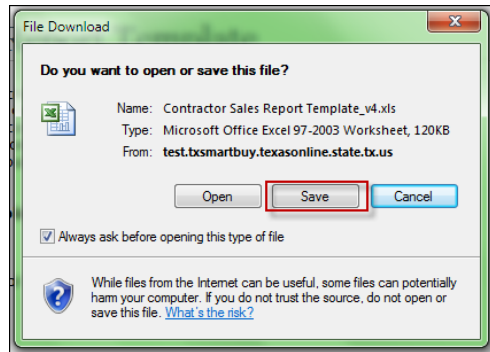
3. Select the link for the compatible Excel version type.



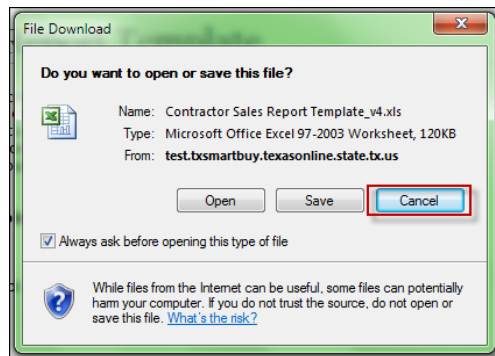
4. The system will prompt the contractor to Open, Save, or cancel the template file.
 - a. To simply view the template the contractor can select to “Open” the file.



- b. To use the file for reporting the contractor should select to “Save” the file.



- c. Or to cancel, the contractor can select to “Cancel” and return to the Download Contractor Sales Report Template page.



Using the Contractor Sales Report Template

When the Sales Report Template is downloaded and opened the contractor will see two tabs in the Excel Workbook, “Template Instructions” and “Contractor Sales Report Template”.

Tab 1 - Template Instructions

The first tab in the workbook outlines the instructions, template criteria, and potential data errors that may be found in the sales report template. The first section of the Template Instructions Tab includes step by step instructions for entering offline sales data in the template and running the error checking tool.

The second section of the Template Instructions tab includes descriptions of the possible errors that may be found when the Error Checking tool is run.

The last section in the Template Instruction tab is the formatting criteria for each field in the table. When errors occur when the contractor uses the Error Checking tool the fields and

descriptions table should be referenced to make sure that all data enter meets the requirements shown.

Tab 2 – Contract Sales Report Template

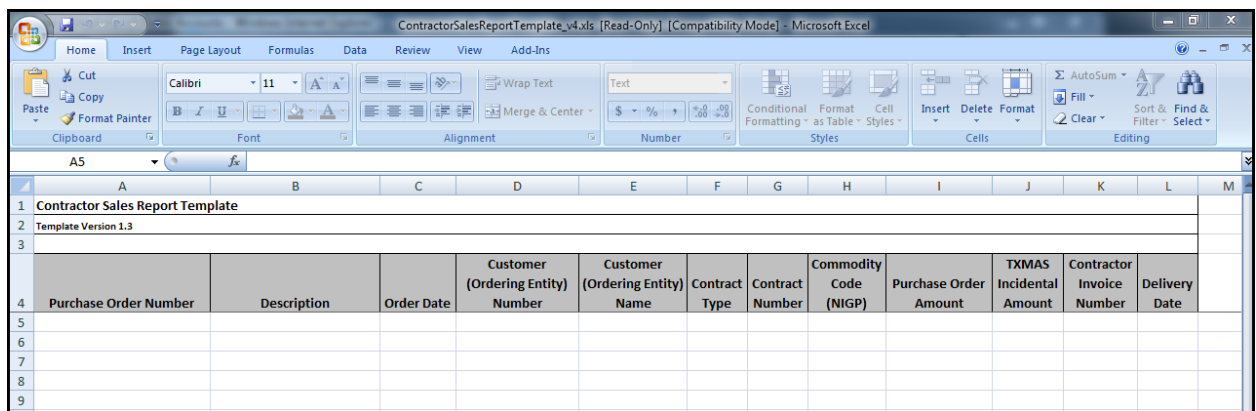
The second tab in the Contract Sales Report Template is the template itself. This tab is where all offline sales information should be entered.

IMPORTANT - NOTE THAT ORDERS ARE REPORTED AT THE TOTAL PURCHASE ORDER LEVEL.

Instructions to completing the Sales Report Template:

1. Sales data should be entered in the corresponding fields following the field descriptions provided in Tab 1 under “Fields and Descriptions”. Data may be manually entered or copied and pasted into the template.

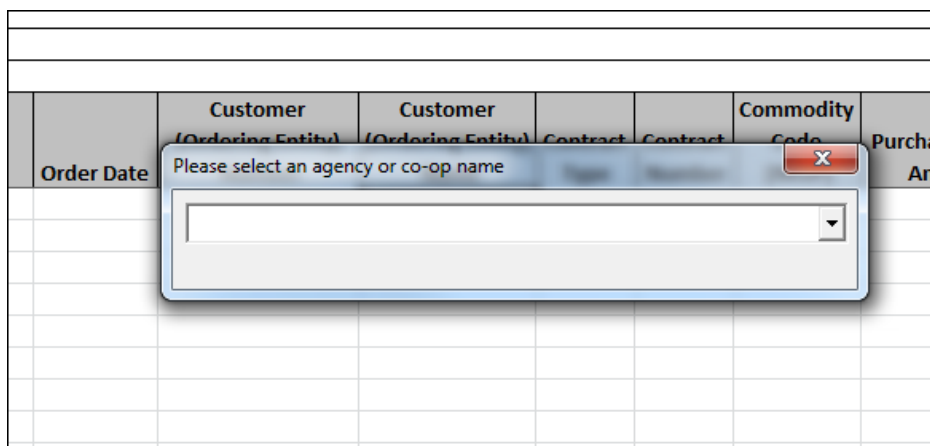
NOTE: If the data is copied and pasted into the template, it is important that the data is in the correct format as required by the template.



Purchase Order Number	Description	Order Date	Customer (Ordering Entity) Number	Customer (Ordering Entity) Name	Contract Type	Contract Number	Commodity Code (NIGP)	Purchase Order Amount	TXMAS Incidental Amount	Contractor Invoice Number	Delivery Date

2. Certain fields in the template will provide a pop form that provides a list of acceptable field entries. The fields include the Customer Number, Customer Name, Contract Type, and Contract Number fields. Clicking within the field will activate the pop up form.

For example, clicking within the Customer Name field will activate the pop form for the field.



Order Date	Customer (Ordering Entity) Number	Customer (Ordering Entity) Name	Contract Type	Contract Number	Commodity Code	Purchase Order Amount

To select a value from the pop up form use the up and down arrows on your keyboard to locate the correct value.

The screenshot shows a data entry form with a modal dialog box. The dialog box has a title bar that says "Please select an agency or co-op name" and a close button (X). The main area of the dialog box contains a text input field with the text "ACADEMY ISD -- S0146" and a dropdown arrow on the right. The background form has columns for "Customer (Ordering Entity)", "Contract", "Commodity Code", and "Purchase Or Amount". The "Order Date" column is also visible.

Once the correct entry is found, click on Enter on your keyboard.

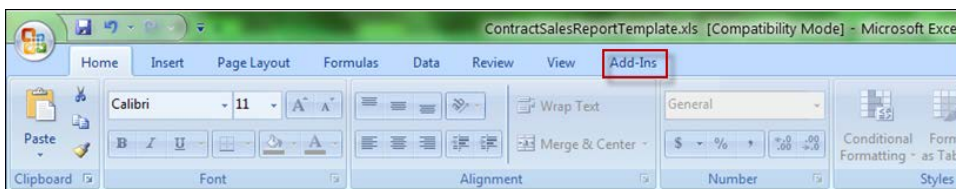
Selections made in these fields will automatically bring in the correct corresponding information:

- *Customer Number* – Once selection is made, the template will populate the Customer Name information.
- *Customer Name* – Once selection is made, the template will populate the Customer Number information.
- *Contract Type* - Select type of TERM or TXMAS to limit Contract Numbers listed in the Contract Number list.
- *Contract Number* – Contract Numbers will be limited based on the Contract Type selected.

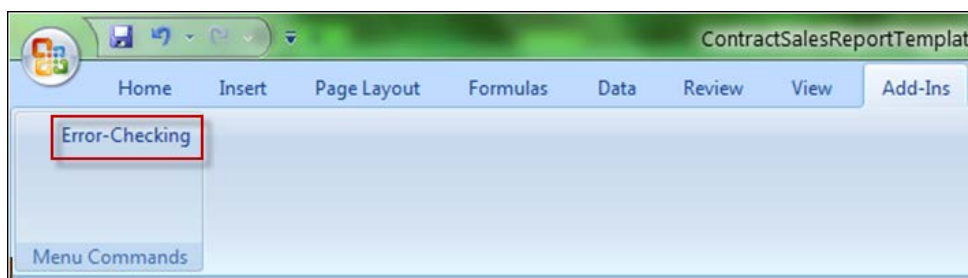
NOTE: Information can be copied and pasted into those cells that have a pop-up form. It is required that the information copied and pasted into these cells match exactly to those values provided on the Reference Tab of the sales report. Information can be directly copied and pasted from the Reference Tab.

TIP: It may be required that you click within the cell and then press ENTER on your keyboard for the template to verify the information pasted in to the template against the allowable field entries. In cases where information is pasted directly into the pop-up form box, you **must** press the SPACE bar on your keyboard to activate the auto-populate feature.

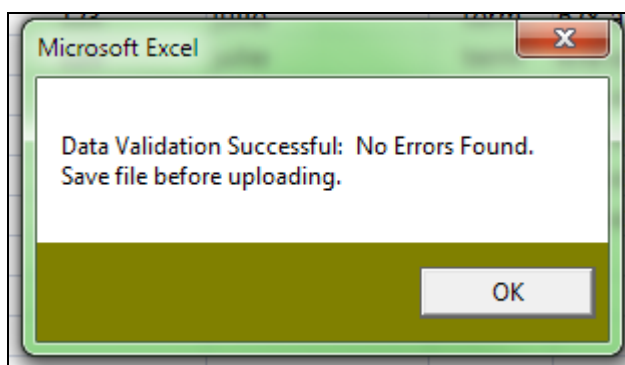
3. Once all data is entered into the template the file should be saved using the naming convention describe in the template instructions tab (“Contract Name-Contractor ID-Month-Year.xlsx or.xls” ex: *Acme Sales-1234567890123-07-2008.xlsx*)
4. After the template is saved, the Error-Checking tool should be run. This tool is located under the “Add-ins” tab at the top in the menu bar.



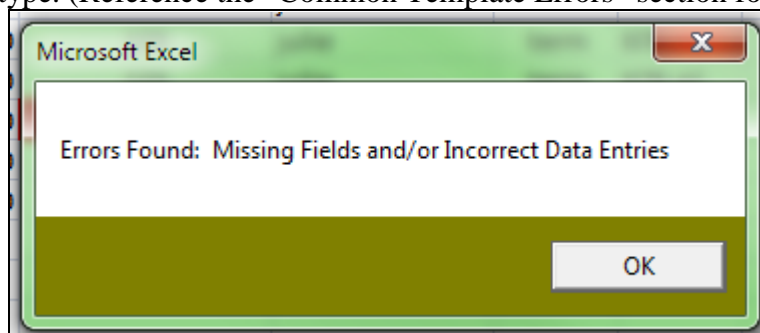
5. Select the “Add-Ins” tab and on the left hand side there will be a menu command called “Error-Checking”. This link should be selected to initiate the tool.



6. Once the tool is run there are two messages that may display.
- The “Data Validation Successful” message means that the error-checking tool did not find any errors. The Sales Report is in the correct format and is ready to be uploaded and submitted to the Statewide Contract Reporting System.
NOTE: It is important that the file be saved after the error-checking tool is run (prior to uploading).



- The “Errors Found” message means that there were errors found in the file. Cells that contain errors will be highlighted either red or yellow depending on the error type. (Reference the “Common Template Errors” section for further clarification)



- Once errors are corrected the “Error-Checking” tool should be re-run until there are no errors found in the sales report.
- Error Checking Colors:

Yellow Cell Errors

Cells highlighted yellow are those that are required fields that are missing the required data. To determine what data is required or optional the “Fields and Descriptions” table in the Template Instructions tab should be referenced. Required fields must be included to meet the requirements to submit the report to the Statewide Contract Reporting System.

Example:

Order Number	Description	Order Date	Customer (Ordering Entity) Number
2253		8/1/10	S1058
102395	Compatible Ink, Laser, & Ink Jet	8/2/10	S0155
42411	Compatible Ink, Laser, & Ink Jet	8/3/10	M515

Red Cell Errors

Cells that are highlighted red are those cells that contain formatting issues. There are several possible formatting errors that could occur. It is important that the “Fields and Descriptions” table in the template instructions tab is referenced.

Example:

Commodity Code (NIGP)	Purchase Order Amount	TXMAS Incidental Amount	Contractor Invoice Number
20772	\$176.85		
20772	-\$100.00		
20772	\$759.80		

Common Formatting Errors:

- Special Characters – Special Characters are not allowed in fields except for those denoted to allow special character is the “Fields and Descriptions” table. The following special characters are not allowed in any cell: >, <, or |.
- Contract Number- Contract Numbers must meet the formatting requirements allowed in the “Fields and Descriptions” table dependent on the Contract Type.
- Field Length- Data entered in the fields cannot exceed the maximum field length as outlined in the “Fields and Descriptions” table.
- Order Date- All order dates entered must be greater than or equal to July 1st, 2010.

Red Cell Error with Comment

Duplicate Purchase Orders are highlighted red with a comment that states that the Purchase Order is a “Duplicate Purchase Order”. A Purchase Order is considered a duplicate when the following fields are the same within the same template:

Purchase Order Number and Order Date and Customer (Ordering Entity) Number

Purchase Order Number	Description	Order Date	Customer (Ordering Entity) Number	Customer (Ordering Entity) Name	Contract Type	Contract Number	Commod Code (NI)
2253	Compatible Ink, Laser, & Ink Jet	8/1/10	S1058	South San Antonio	TXMAS	8-75030	20772
102395	Compatible Ink, Laser, & Ink Jet	8/2/10	S0155	Edgewood ISD	TXMAS	8-75030	20772
42411	Compatible Ink, Laser, & Ink Jet	8/3/10	M5151	City of Converse	TXMAS	8-75030	20772
75941	Compatible Ink, Laser, & Ink Jet	8/4/10	S5154	San Antonio ISD	TXMAS	8-75030	20772
P115462	Compatible Ink, Laser, & Ink Jet	8/5/10	S0314	Brownsville ISD	TXMAS	8-75030	20772
P119004	Compatible Ink, Laser, & Ink Jet	8/6/10	S0314	Brownsville ISD	TXMAS	8-75030	20772
P119568	Compatible Ink, Laser, & Ink Jet	8/7/10	S0314	Brownsville ISD	TXMAS	8-75030	20772
P119576	Compatible Ink, Laser, & Ink Jet	8/8/10	S0314	Brownsville ISD	TXMAS	8-75030	20772
P119352	Compatible Ink, Laser, & Ink Jet	8/9/10	S0314	Brownsville ISD	TXMAS	8-75030	20772
P115923	Compatible Ink, Laser, & Ink Jet	8/10/10	S0314	Brownsville ISD	TXMAS	8-75030	20772
P119352	Compatible Ink, Laser, & Ink Jet	8/11/10	S0314	Brownsville ISD	TXMAS	8-75030	20772
42411	Error: Duplicate Purchase Order.	8/3/10	M5151	City of Converse	TXMAS	8-75030	20772

Upload Offline Sales Report

An Offline Sales Report is ready to be submitted once the Error-Checking tool has been run with no errors found and the report has been saved. The “Upload Offline Sales Report” functionality is only available to contractors who are logged in through MyCPA in the private view of the system.

Procedure

1. Select the “Upload Offline Sales Report” link from the dashboard under the Offline Sales Reporting menu on the left hand side of the page.



2. Once the “Upload Offline Sales Report” link is selected from the dashboard, the system will direct the contractor to the “Upload Offline Sales Report” page. This page includes a description and directions for uploading an Offline Sales Report.

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[Click to Return to Statewide Contractor Reporting Dashboard](#)
[Help](#)

Upload Offline Sales Report

The Offline Sales Report page is where you can report offline sales for a reporting period. The upload of an offline sales report should be done on a monthly basis.

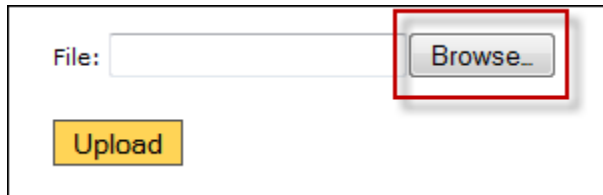
Directions to upload a Sales Report:

- 1) Select the report to upload using the browse button.
- 2) Once a report is selected, click on Upload.
- 3) If your report is successfully submitted, you will receive a confirmation message. If your report contains errors you will receive an error message prompt.
- 4) If an error message is received, you should return to the sales report template used, review instructions, re-run the error-checking tool to detect any errors, correct the errors and re-submit.

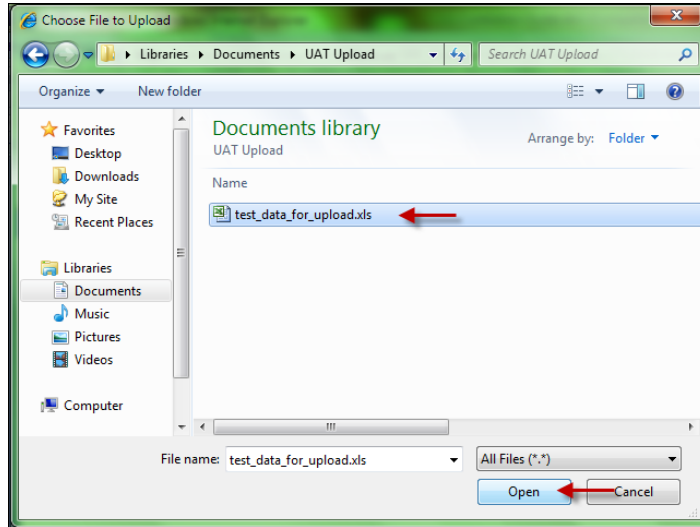
IMPORTANT: It is important that prior to uploading an offline sales report that the Error-Checking tool located in the Contractor Sales Report Template is run. The system will reject a report in its entirety if there are any errors found.

File:

3. The following steps should be followed to upload an Offline Sales Report.
 - a. Select the browse button to select the file (report) to upload.

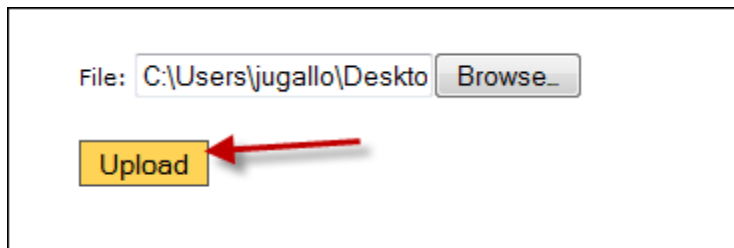


- b. Select the file to upload and then “Ok” or “Open”.

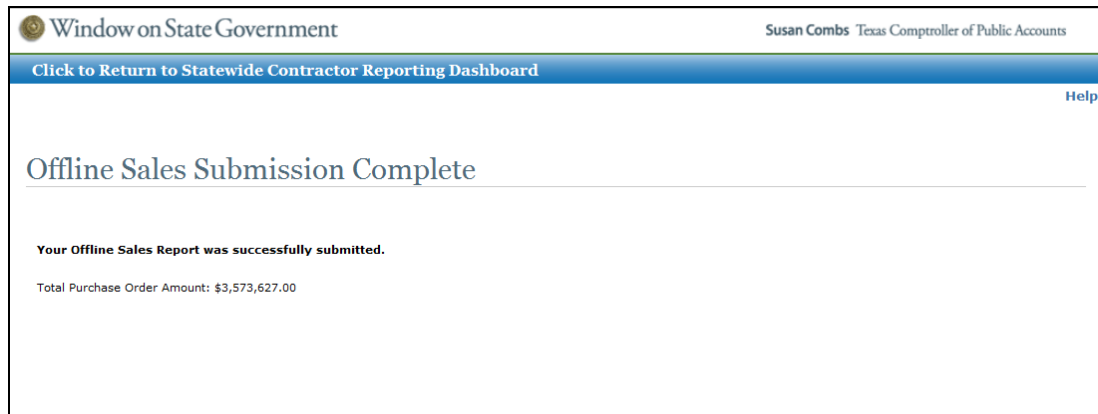


NOTE: File must be either in .xls or .xlsx

- c. Then select “Upload”



- d. If the file uploads with no errors found, a confirmation will display with the Total Purchase Order Amount that was submitted.



- e. If the report is not successfully submitted because errors were found, an error message will be displayed. The error message will display only the first five errors found in the report. The error message will include the field name, rows and error type found.
 - i. If errors are found, it is important to return to the sales report template and re-run the error-checking tool to determine where there were errors found in the file.
 - ii. Once all errors have been resolved the file should be saved and can then be uploaded again.

Submit No Sales


If no sales are made for a month, vendors are still required to report to the state. In this case, the Submit No Sales function is used to report that no sales occurred for a given month outside of orders processed through TxSmartBuy. This functionality is only available to contractors who are logged in through MyCPA in the private view of the system.

Steps to Submit No Sales

1. To report no sales, select the “Submit No Sales” link from the Offline Sales Reporting menu on the dashboard.



2. Once the “Submit No Sales” link is selected, the system will direct the contractor to the Submit No Sales page. This page includes a description and steps for Submitting No Sales.


Window on State Government

Susan Combs Texas Comptroller of Public Accounts

[Click to Return to Statewide Contractor Reporting Dashboard](#)

[Help](#)

Submit No Sales

The Submit No Sales function is used to designate that no sales occurred for a given month outside of orders processed through TxSmartBuy. For example, if a contractor receives a TxSmartBuy purchase order and no other orders for a month, that contractor is required to report no offline sales for that month. Contractors MUST either report offline sales or no sales each month in order to be compliant with their state contract.

Directions to Submit No Sales:

- 1) Select the Month and Year that No Sales occurred.
- 2) Enter the Contract Numbers that did not have any sales in the blank field separating each contract numbers with a comma (,).
(Example: 515-A1, 671-A4) or Select "All Contracts" if there were no sales for all Contract Numbers.)
NOTE: By selecting "All Contracts" and selecting to submit this means that there were no sales for any contracts tied to a vendor Id.
- 3) Select Submit.
- 4) If the submission criteria is entered correctly you will receive a confirmation message. In the case that you receive an error message please re-enter the criteria and try again.

IMPORTANT: It is important that all contract numbers are accounted for either through reporting no sales or uploading of a sales report.

Reporting Period:

Month: --SELECT--

Year: --SELECT--

Contract Number(s): or ☐ Select all Contracts

Submit

- Next select the Month that No Sales occurred.

Reporting Period:

Month: --SELECT--

Year: --SELECT--

Contract Number(s): or ☐ Select all Contracts

Submit

- Then select the Year that No Sales occurred.

Reporting Period:

Month: November

Year: --SELECT--

Contract Number(s): or ☐ Select all Contracts

Submit

NOTE: No sales cannot be reported for future months.

- Enter the contract numbers that did not have any sales in the blank field provided separating each contract number with a comma (Example: 515-A1, 671-A4)

Reporting Period:

Month:

Year:

Contract Number(s): or Select all Contracts: ☐

Or, Select the “Select All Contracts” option if no sales occurred for any contract.

Reporting Period:

Month:

Year:

Contract Number(s): or ☒

6. Select the “Submit” button once all data fields have been completed.

Reporting Period:

Month:

Year:

Contract Number(s): or Select all Contracts: ☒

7. A confirmation message will be displayed if all fields were correctly selected or entered.

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[Click to Return to Statewide Contractor Reporting Dashboard](#) [Help](#)

No Sales Submission Complete

You have successfully reported No Sales.

8. An error message will display at the top of the Report No Sales page if the fields were not correctly entered. The information should be re-entered and submitted.

NOTE: Data entered previously will be preserved.

Refer to Appendix A: Global Error Messages

Example:

Window on State Government Susan Combs Texas Comptroller of Public Accounts

Click to Return to Statewide Contractor Reporting Dashboard Help

There was an error detected with the information you submitted:
Contract Number(s) or All Contracts is required.

Submit No Sales

The Submit No Sales function is used to designate that no sales occurred for a given month outside of orders processed through TxSmartBuy. For example, if a contractor receives a TxSmartBuy purchase order and no other orders for a month, that contractor is required to report no offline sales for that month. Contractors MUST either report offline sales or no sales each month in order to be compliant with their state contract.

Directions to Submit No Sales:
 1) Select the Month and Year that No Sales occurred.
 2) Enter the Contract Numbers that did not have any sales in the blank field separating each contract numbers with a comma (,).
 (Example: 515-A1, 671-A4) or Select "All Contracts" if there were no sales for all Contract Numbers.)
 NOTE: By selecting "All Contracts" and selecting to submit this means that there were no sales for any contracts tied to a vendor id.

Non-Compliance Report

The Non-Compliance Report can be accessed from both the public and private view of the reporting system. This report lists all contractors who did not meet offline sales or no sales reporting requirements for a particular month.

Steps to view/run the Non-Compliance Report

1. Select the "Non-Compliance Report" link from the Offline Reports menu on the dashboard.

Offline Reports

Non-Compliance Report

Contractor Activity Report


Offline Sales Report (Snapshot)

Offline Sales Report (History)

Offline Sales Finance Report

View Administrative Fee Account Statement

2. The system will direct the contractor to the Non-Compliance Report Page once the Non-Compliance Report link is selected.

 Window on State Government
 Susan Combs Texas Comptroller of Public Accounts

[Click to Return to Statewide Contractor Reporting Dashboard](#)
[Help](#)

Non-Compliance Report

The Non-Compliance Report is a list of contractors who did not meet offline sales or no sales reporting requirements. To be in compliance, contractors are required to report sales through uploading a sales report OR report no sales for each monthly reporting period. Note that this report only takes into account the status of a contractor's reporting, and in no way reflects the compliance of the contractor with other terms specified in their agreement with the state.

Directions to run a Non-Compliance Report:

- 1) Enter the Month and Year to run a Non-Compliance Report.
- 2) Select Submit.
- 3) Open and view or save the report. If you do not have Microsoft Excel, please download the [Microsoft Excel Viewer](#).

Reporting Period:

Month:

Year:

3. The Non-Compliance Report page includes the purpose of the Non-Compliance Report and directions on how to run the report.

NOTE: In order to view the report on a computer that does not have Microsoft Excel, the Microsoft Excel Viewer should be downloaded by selecting the link provided on the Non-Compliance Report page.

Non-Compliance Report

The Non-Compliance Report is a list of contractors who did not meet offline sales or no sales reporting requirements. To be in compliance, contractors are required to report sales through uploading a sales report OR report no sales for each monthly reporting period. Note that this report only takes into account the status of a contractor's reporting, and in no way reflects the compliance of the contractor with other terms specified in their agreement with the state.

Directions to run a Non-Compliance Report:

- 1) Enter the Month and Year to run a Non-Compliance Report.
- 2) Select Submit.
- 3) Open and view or save the report. If you do not have Microsoft Excel, please download the [Microsoft Excel Viewer](#).

- a. Enter the Month for the report

Directions to run a Non-Compliance Report:

- 1) Enter the Month and Year to run a Non-Compliance Report.
- 2) Select Submit.
- 3) Open and view or save the report. If you do not have Microsoft Excel, please download the [Microsoft Excel Viewer](#).

Reporting Period:

Month:

Year:

- b. Enter the Year to run the report for

Directions to run a Non-Compliance Report:
 1) Enter the Month and Year to run a Non-Compliance Report.
 2) Select Submit.
 3) Open and view or save the report. If you do not have Microsoft Excel, please download the [Microsoft Excel Viewer](#).

Reporting Period:

Month:

Year:

2010
2009
2008
2007
2006
2005

NOTE: The Non-Compliance Report cannot be run for a future timeframe.

- c. Select Submit

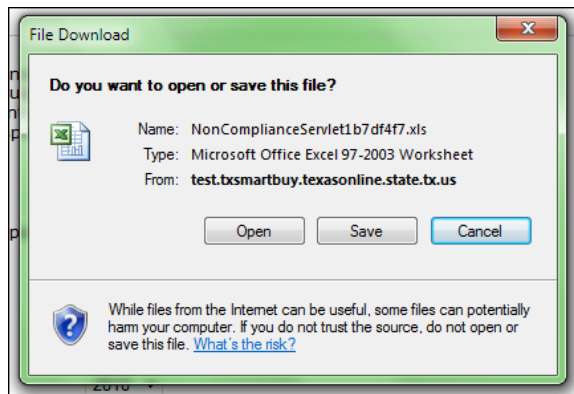
Directions to run a Non-Compliance Report:
 1) Enter the Month and Year to run a Non-Compliance Report.
 2) Select Submit.
 3) Open and view or save the report. If you do not have Microsoft Excel, please download the [Microsoft Excel Viewer](#).

Reporting Period:

Month:

Year:

- d. The system will prompt for the user to open, save, or cancel the report.



- e. If an error occurs and error message will display, the report field information should be re-entered.

Refer to Appendix A: Global Error Messages

4. The Non-Compliance Report will display in Excel as seen below. The columns within the report may be adjusted to view any data that is not fully displayed.

	A	B	C	D	E	F	G	H	I	J	K
1	Non-Compliance Report										
2	February, 2012										
3											
4											
5											
6	Vendor ID	Vendor Name									
7	131011881	SLM GOODBODY CORPORATION									
8	131000231	CHICAGO MEAT GROUP									
9	131071061	US MICRO OPTICAL SOLUTIONS									
10	131002271	AMITY PRODUCTS									
11	132036381	DCI, INC.									
12	132065337	MULHOLLAND INDUSTRIES, LTD.									
13	133019331	EL CID MEXICAN FOOD PRODUCTS, INC.									
14	133019941	MERCURY ASSOCIATES, INC.									
15	133047741	ZAMS INC									
16	134100261	STANDARD DUPLICATING MACHINES CORPORATION									
17	134210291	LIBRARY BUREAU									
18	134271201	SOURCE INTERNATIONAL CORP									
19	134282201	GREAT AMERICAN PICTURE CO., INC									
20	134285761	CHANNEL FISH PROCESSING CO INC									
21	134290221	RISO INC									

Contractor Activity Report

The Contractor Activity Report is available in both the public and private view of the reporting system. The report shows the event activity (upload sales report events, report of no sales events, and no events) for a specific contractor or all Contractors.

Steps to run/view a Contractor Activity Report

1. Select the “Contractor Activity Report” link from the Offline Reports menu on the dashboard.

Offline Reports

[Non-Compliance Report](#)

[Contractor Activity Report](#)

[Offline Sales Report \(Snapshot\)](#)

[Offline Sales Report \(History\)](#)

[Offline Sales Finance Report](#)

[View Administrative Fee Account Statement](#)

2. The system will direct the contractor to the Contractor Activity Page once the Contractor Activity Report option is selected. The page includes a description and steps to run the Contractor Activity Report.


Window on State Government

Susan Combs
Texas Comptroller of Public Accounts

[Click to Return to Statewide Contractor Reporting Dashboard](#)

[Help](#)

Contractor Activity Report

The contractor activity report shows a history of events for one or all contractors. Event types include when a sales report is uploaded, a No Sales submission was made, or if there was no activity for a reporting period.

Directions to run a Contractor Activity Report:

- 1) Enter a Vendor ID or "Select All Vendors" to run the report.
- 2) Enter a Start and End date to run the report. (This cannot exceed a 1 year range.)
- 3) Select Submit.
- 4) Select to Open or Save the report. If you do not have Microsoft Excel, please download the [Microsoft Excel Viewer](#).

Vendor ID (13 digits):

or

All Vendors: ☐

Date Range:

Start Date (mm/dd/yyyy):

End Date (mm/dd/yyyy):

3. The following steps should be followed to run/view a Contractor Activity Report.
 - a. Enter a Vendor ID or the defaulted Vendor ID

NOTE: If you are logged in through CMBL your Vendor Id will be defaulted in the field.

Vendor ID (13 digits):

or

All Vendors: ☐

Date Range:

Start Date (mm/dd/yyyy):

End Date (mm/dd/yyyy):

Or, select the "All Vendors" option

Vendor ID (13 digits):

or

All Vendors: ☒

Date Range:

Start Date (mm/dd/yyyy):

End Date (mm/dd/yyyy):

- b. Enter a start date (This cannot be a future date)

NOTE: Start Date will be defaulted to 30 days prior to the current date.

Vendor ID (13 digits):

or

All Vendors: ☒

Date Range:

Start Date (mm/dd/yyyy):

End Date (mm/dd/yyyy):

- c. Enter an end date

NOTE: End Date cannot be in the future. This date will be defaulted to current date.

Vendor ID (13 digits):

or

All Vendors: ☒

Date Range:

Start Date (mm/dd/yyyy):

End Date (mm/dd/yyyy):

- d. Then select the “Submit” Button.

Vendor ID (13 digits):

or

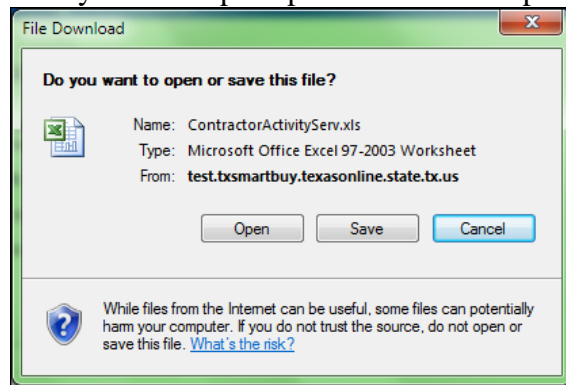
All Vendors: ☒

Date Range:

Start Date (mm/dd/yyyy):

End Date (mm/dd/yyyy):

- e. The system will prompt for the user to open, save, or cancel the report.



- f. If an error occurs and error message will display, the report field information should be re-entered.

Refer to Appendix A: Global Error Messages

- The Contractor Activity Report will display in Excel as seen below. The columns within the report may be adjusted to view any data that is not fully displayed.

	A	B	C	D	E	F	G	H	I	J	K
1	CONTRACTOR ACTIVITY REPORT										
2	03/12/2012 To 04/11/2012										
3											
4											
5											
6	VENDOR	VENDOR	EVENT DATE	EVENT TYPE	NO SALES	NO SALES	NO SALES	CONTRACT NUMBER(S)			
7	000000000	ABC Supp	04/10/12	0	SALES	UPLOAD	0				
8	000000000	ABC Supp	04/10/12	0	SALES	UPLOAD	0				
9	000000000	ABC Supp	04/11/12	0	NO SALE	January	2012	100-A1			
10											
11											

Offline Sales Report (Snapshot)

The Offline Sales Report (Snapshot) is available in both the public and private view of the reporting system. The report displays offline purchase order sales for a given vendor ID and date range. This report only includes current information for purchase orders with no historical information for a purchase order.

Steps to run/view an Offline Sales Report (Snapshot)

- The Offline Sales Report (Snapshot) can be found under the Offline Reports menu on the Dashboard.



- Once the Offline Sales Report (Snapshot) option is selected the system will direct the contractor to the Offline Sales Report (Snapshot) Page.

Window on State Government Susan Combs Texas Comptroller of Public Accounts

[Click to Return to Statewide Contractor Reporting Dashboard](#) [Help](#)

Offline Sales Report (Snapshot)

The Offline Sales Report (snapshot) contains submitted offline purchase order information. The term "snapshot" is in reference to the report containing only the most recently updated data for a given purchase order (PO). This report will not display the revision history for a PO, only the latest data associated with it as of the report generation date.

Directions to run an Offline Sales Report (Snapshot):

- 1) Enter a Vendor ID (13 digits).
- 2) Enter a Start and End Date to run the report. (This cannot exceed a 1 year time range.)
- 3) Select Submit.
- 4) Open or save the Offline Sales Report (Snapshot). If you do not have Microsoft Excel, please download the [Microsoft Excel Viewer](#).

Vendor ID (13 digits):

Date Range:

Start Date (mm/dd/yyyy):

End Date (mm/dd/yyyy):

- The Offline Sales Report (Snapshot) page includes a description and steps to run the report.
- To begin enter a Vendor ID or use defaulted Vendor ID

NOTE: If you are logged in through CMBL your Vendor Id will be defaulted in the field

Vendor ID (13 digits):

Date Range:

Start Date (mm/dd/yyyy):

End Date (mm/dd/yyyy):

- Next enter a start and end date. The date range provided is based on the Order Date for a PO. The date range provided cannot be for a future date range
- NOTE:** Start Date will be defaulted to 30 days prior to the current date and End Date will be defaulted to the current date.

Start Date:

Vendor ID (13 digits):	<input type="text" value="00000000000005"/>
Date Range:	
Start Date (mm/dd/yyyy):	<input type="text" value="01/12/2012"/>
End Date (mm/dd/yyyy):	<input type="text" value="02/11/2012"/>
<input type="button" value="Submit"/>	

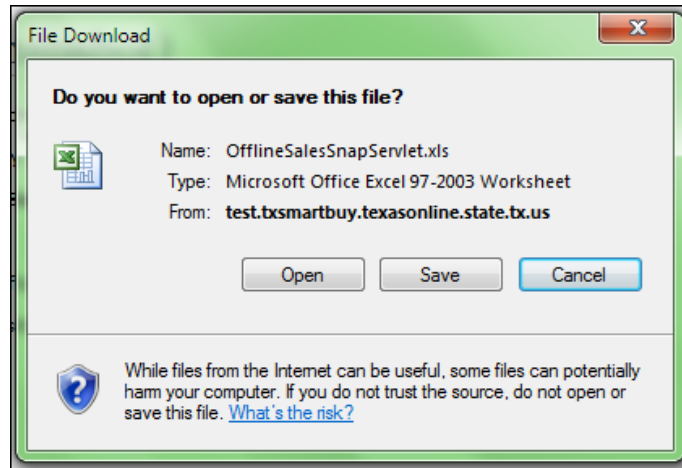
End Date:

Vendor ID (13 digits):	<input type="text" value="00000000000005"/>
Date Range:	
Start Date (mm/dd/yyyy):	<input type="text" value="01/12/2012"/>
End Date (mm/dd/yyyy):	<input type="text" value="02/11/2012"/>
<input type="button" value="Submit"/>	

- a. Select the “Submit” Button

Vendor ID (13 digits):	<input type="text" value="00000000000005"/>
Date Range:	
Start Date (mm/dd/yyyy):	<input type="text" value="01/12/2012"/>
End Date (mm/dd/yyyy):	<input type="text" value="02/11/2012"/>
<input type="button" value="Submit"/>	

- b. The system will prompt for the user to open, save, or cancel the report.



- c. If an error occurs and error message will display, the report field information should be re-entered.

Refer to Appendix A: Global Error Messages

6. The Offline Sales Report will display as shown below. Columns may be adjusted to view field contents.

Statewide Contract Reporting System Contractor Guide

OFFLINE_SALES_REPORT_(SNAPSHOT)-4.xls [Read-Only] [Compatibility Mode] - Micros...											
File Home Insert Page Layout Formulas Data Review View STARWizard											
Clipboard Font Alignment Number Styles Cells Editing WebEx											
K45											
OFFLINE SALES REPORT (SNAPSHOT)											
01/12/2012 To 02/11/2012											
VENDOR VENDOR PURCHASE DESCRIPTION ORDER D CUSTOMER CUSTOMER CONTRACT CONTRACT COMMOD PURCHASE											
00000000C NORTEX N 000040265 Building Le 02/01/2012 723 University TXMAS 4-56060 94564 \$1,920.96											
00000000C NORTEX N 103606 Building Le 02/01/2012 M0431 City of Pla TXMAS 4-56060 94564 \$175.00											
00000000C NORTEX N 126406 Building Le 02/01/2012 M1230 City of Por TXMAS 4-56060 94564 \$613.00											
00000000C NORTEX N 1320 Building Le 02/01/2012 576 Texas For TXMAS 4-56060 94564 \$1,393.60											
00000000C NORTEX N 1325 Building Le 02/01/2012 576 Texas For TXMAS 4-56060 94564 \$910.60											
00000000C NORTEX N 1326 Building Le 02/01/2012 576 Texas For TXMAS 4-56060 94564 \$793.60											
00000000C NORTEX N 2008C0180 Building Le 02/01/2012 720 University TXMAS 4-56060 94564 \$2,157.00											
00000000C NORTEX N 2008C0571 Building Le 02/01/2012 714 University TXMAS 4-56060 94564 \$1,595.00											
00000000C NORTEX N 2011C0074 Building Le 02/01/2012 750 University TXMAS 4-56060 94564 \$1,819.00											
00000000C NORTEX N 2012C0021 Building Le 02/01/2012 743 University TXMAS 4-56060 94564 \$2,392.32											
00000000C NORTEX N 3354 Building Le 02/01/2012 576 Texas For TXMAS 4-56060 94564 \$704.72											
00000000C NORTEX N 34101635 Building Le 02/01/2012 J2390 Blinn Colle TXMAS 4-56060 94564 \$876.96											
00000000C NORTEX N 35101017 Building Le 02/01/2012 M0460 City of Nev TXMAS 4-56060 94564 \$5,385.00											
00000000C NORTEX N 35101039 Building Le 02/01/2012 743 University TXMAS 4-56060 94564 \$1,830.00											
00000000C NORTEX N 35101054 Building Le 02/01/2012 M0156 City of Ten TXMAS 4-56060 94564 \$900.00											
00000000C NORTEX N 36101665 Building Le 02/01/2012 M1460 City of Libe TXMAS 4-56060 94564 \$3,500.00											
00000000C NORTEX N 39340 Building Le 02/01/2012 M5572 City of Dal TXMAS 4-56060 94564 \$1,560.00											
00000000C NORTEX N 450011738 Building Le 02/01/2012 M6010 City of Hou TXMAS 4-56060 94564 \$1,873.24											
00000000C NORTEX N 450014750 Building Le 02/01/2012 M6010 City of Hou TXMAS 4-56060 94564 \$872.00											
00000000C NORTEX N 450015340 Building Le 02/01/2012 M6010 City of Hou TXMAS 4-56060 94564 \$465.00											
00000000C NORTEX N 47524 Building Le 02/01/2012 S2311 McCamey TXMAS 4-56060 94564 \$4,550.00											
00000000C NORTEX N 808-10-155 Building Le 02/01/2012 808 Texas Hist TXMAS 4-56060 94564 \$350.00											
00000000C NORTEX N AG-82FT-C Building Le 02/01/2012 551 Dept of Ag TXMAS 4-56060 94564 \$1,256.00											
00000000C NORTEX N B0000136 Building Le 02/01/2012 J0840 College of TXMAS 4-56060 94564 \$1,108.00											
00000000C NORTEX N P000473 Building Le 02/01/2012 576 Texas For TXMAS 4-56060 94564 \$1,100.00											
00000000C NORTEX N P100145 Building Le 02/01/2012 576 Texas For TXMAS 4-56060 94564 \$510.00											
00000000C NORTEX N P100496 / Building Le 02/01/2012 738 University TXMAS 4-56060 94564 \$7,892.00											
00000000C NORTEX N P0 2900 Building Le 02/01/2012 M0843 City of Gal TXMAS 4-56060 94564 \$1,265.00											
00000000C NORTEX N P0# 1000 Building Le 02/01/2012 K0150 San Anton TXMAS 4-56060 94564 \$876.96											
00000000C NORTEX N P0# 4500 Building Le 02/01/2012 M0152 City of Sar TXMAS 4-56060 94564 \$4,360.00											
00000000C NORTEX N S-4703 Building Le 02/01/2012 576 Texas For TXMAS 4-56060 94564 \$510.00											
00000000C NORTEX N STS00000 Building Le 02/01/2012 M5572 City of Dal TXMAS 4-56060 94564 \$1,705.00											
00000000C NORTEX N TXS-01100 Building Le 02/01/2012 576 Texas For TXMAS 4-56060 94564 \$320.00											
00000000C NORTEX N UTMBG-00 Building Le 02/01/2012 723 University TXMAS 4-56060 94564 \$2,881.44											
Total TXMAS Purchase Order Amount: \$60,421.40											
Total TXMAS Incidental Amount: \$0.00											
Sheet0											

Offline Sales Report (History)

The Offline Sales Report (History) is available in both the public and private view of the reporting system. This report is similar to the Offline Sales Report (Snapshot) but includes purchase order historical information. For example, if a purchase order was modified three times then this report would show all three versions of the purchase order. The report requires that the contractor enter a valid Vendor ID and a start and end date range.

Steps to run/view an Offline Sales Report (History)

1. The Offline Sales Report (History) can be found under the Offline Reports menu on the Dashboard.



2. Once the Offline Sales Report (History) option is selected the system will direct the contractor to the Offline Sales Report (History) Page.

Window on State Government Susan Combs Texas Comptroller of Public Accounts

Click to Return to Statewide Contractor Reporting Dashboard

[Help](#)

Offline Sales Report (History)

The Offline Sales Report (History) provides a detailed view of offline purchase orders reported. The term "history" is in reference to the report containing the revision history for a given purchase order (PO). For example, if the purchase order was uploaded and then updated 3 times, this report will show the data related to the initial upload and each of the 3 updates for the PO.

Directions to run an Offline Sales Report (History):

- 1) Enter a Vendor ID (13 digits).
- 2) Enter a Start and End Date to run the report. (This cannot exceed a 1 year time range.)
- 3) Select Submit.
- 4) Open or save the Offline Sales Report (History). If you do not have Microsoft Excel, please download the [Microsoft Excel Viewer](#).

Vendor ID (13 digits):

Date Range:

Start Date (mm/dd/yyyy):

End Date (mm/dd/yyyy):

Example of a Purchase Order with 3 revisions:

VENDOR ID	VENDOR NAME	PURCHASE ORDER NUMBER	REVISION NUMBER	DESCRIPTION	ORDER DATE	CUSTOMER (ORDERING ENTITY) NUMBER	CUSTOMER (ORDERING ENTITY) NAME
212121212121	ABCD Corp	23456789	0	Example	2/9/2010	405	Sample Customer
212121212121	ABCD Corp	23456789	1	Example	2/9/2010	405	Sample Customer
212121212121	ABCD Corp	23456789	2	Example	2/9/2010	405	Sample Customer

3. The Offline Sales Report (History) page includes a description of the report and steps to run the report. Also at the bottom of the page is an example of what a Purchase Order History with revisions would look like in the report.

4. Begin by entering a Vendor ID or use the defaulted Vendor ID

NOTE: If you are logged in through CMBL your Vendor Id will be defaulted in the field

Vendor ID (13 digits):

Date Range:

Start Date (mm/dd/yyyy):

End Date (mm/dd/yyyy):

5. Next enter a Start and End date. The date range provided is based on the Order Date for a PO. The date range provided cannot be for a future date range

NOTE: Start Date will be defaulted to 30 days prior to the current date and the End Date will be defaulted to the current date.

Start Date:

Vendor ID (13 digits):	<input type="text" value="00000000000005"/>
Date Range:	
Start Date (mm/dd/yyyy):	<input type="text" value="01/12/2012"/>
End Date (mm/dd/yyyy):	<input type="text" value="02/11/2012"/>
<input type="button" value="Submit"/>	

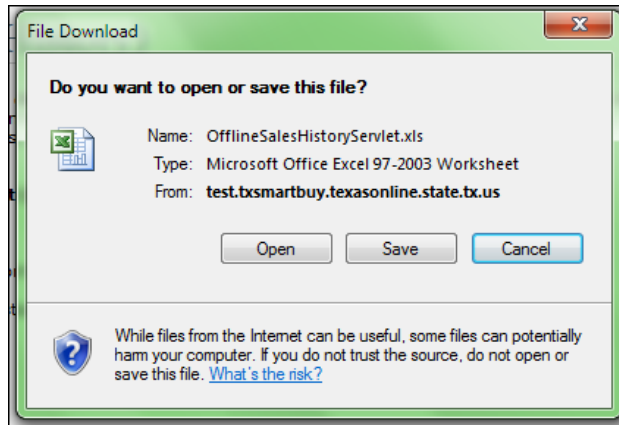
End Date:

Vendor ID (13 digits):	<input type="text" value="00000000000005"/>
Date Range:	
Start Date (mm/dd/yyyy):	<input type="text" value="01/12/2012"/>
End Date (mm/dd/yyyy):	<input type="text" value="02/11/2012"/>
<input type="button" value="Submit"/>	

- a. Select the “Submit” Button.

Vendor ID (13 digits):	<input type="text" value="00000000000005"/>
Date Range:	
Start Date (mm/dd/yyyy):	<input type="text" value="01/12/2012"/>
End Date (mm/dd/yyyy):	<input type="text" value="02/11/2012"/>
<input type="button" value="Submit"/>	

- b. The system will prompt the user to open, save, or cancel the report.



- c. If an error occurs and error message will display, the report field information should be re-entered.

Refer to Appendix A: Global Error Messages

6. The Offline Sales Report (History) will display as shown below. Columns may be adjusted to view the entire field contents.

OFFLINE_SALES_REPORT_(HISTORY)-2.xls [Read-Only] [Compatibility Mode] - Microsof...										
File Home Insert Page Layout Formulas Data Review View STARWizard										
Clipboard Font Alignment Number Styles Cells Editing WebEx										
I44										
A	B	C	D	E	F	G	H	I	J	K
1	OFFLINE SALES REPORT (HISTORY)									
2	01/12/2012 To 02/11/2012									
3										
4										
5										
6	VENDOR	VENDOR	PURCHASE	REVISION	DESCRIPTION	ORDER D.	CUSTOMER	CUSTOMER	CONTRACT	COMMODITY
7	00000000C	NORTEX N	000040265	0	Building Le	02/01/2012	723	University	TXMAS	4-56060 94564
8	00000000C	NORTEX N	103606	0	Building Le	02/01/2012	M0431	City of Pla	TXMAS	4-56060 94564
9	00000000C	NORTEX N	126406	0	Building Le	02/01/2012	M1230	City of Por	TXMAS	4-56060 94564
10	00000000C	NORTEX N	1320	0	Building Le	02/01/2012	576	Texas Fore	TXMAS	4-56060 94564
11	00000000C	NORTEX N	1325	0	Building Le	02/01/2012	576	Texas Fore	TXMAS	4-56060 94564
12	00000000C	NORTEX N	1326	0	Building Le	02/01/2012	576	Texas Fore	TXMAS	4-56060 94564
13	00000000C	NORTEX N	2008C0180	0	Building Le	02/01/2012	720	University	TXMAS	4-56060 94564
14	00000000C	NORTEX N	2008C0573	0	Building Le	02/01/2012	714	University	TXMAS	4-56060 94564
15	00000000C	NORTEX N	2011C0074	0	Building Le	02/01/2012	750	University	TXMAS	4-56060 94564
16	00000000C	NORTEX N	2012C0027	0	Building Le	02/01/2012	743	University	TXMAS	4-56060 94564
17	00000000C	NORTEX N	3354	0	Building Le	02/01/2012	576	Texas Fore	TXMAS	4-56060 94564
18	00000000C	NORTEX N	34101635	0	Building Le	02/01/2012	J2390	Blinn Colle	TXMAS	4-56060 94564
19	00000000C	NORTEX N	35101017	0	Building Le	02/01/2012	M0460	City of Nev	TXMAS	4-56060 94564
20	00000000C	NORTEX N	35101039	0	Building Le	02/01/2012	743	University	TXMAS	4-56060 94564
21	00000000C	NORTEX N	35101054	0	Building Le	02/01/2012	M0156	City of Ten	TXMAS	4-56060 94564
22	00000000C	NORTEX N	36101665	0	Building Le	02/01/2012	M1460	City of Libe	TXMAS	4-56060 94564
23	00000000C	NORTEX N	39340	0	Building Le	02/01/2012	M5572	City of Dal	TXMAS	4-56060 94564
24	00000000C	NORTEX N	450011738	0	Building Le	02/01/2012	M6010	City of Hou	TXMAS	4-56060 94564
25	00000000C	NORTEX N	450014750	0	Building Le	02/01/2012	M6010	City of Hou	TXMAS	4-56060 94564
26	00000000C	NORTEX N	450015340	0	Building Le	02/01/2012	M6010	City of Hou	TXMAS	4-56060 94564
27	00000000C	NORTEX N	47524	0	Building Le	02/01/2012	S2311	McCamey	TXMAS	4-56060 94564
28	00000000C	NORTEX N	808-10-159	0	Building Le	02/01/2012	808	Texas Hist	TXMAS	4-56060 94564
29	00000000C	NORTEX N	AG-82FT-C	0	Building Le	02/01/2012	551	Dept of Ag	TXMAS	4-56060 94564
30	00000000C	NORTEX N	B0000136	0	Building Le	02/01/2012	J0840	College of	TXMAS	4-56060 94564
31	00000000C	NORTEX N	P000473	0	Building Le	02/01/2012	576	Texas Fore	TXMAS	4-56060 94564
32	00000000C	NORTEX N	P100145	0	Building Le	02/01/2012	576	Texas Fore	TXMAS	4-56060 94564
33	00000000C	NORTEX N	P100496 /	0	Building Le	02/01/2012	738	University	TXMAS	4-56060 94564
34	00000000C	NORTEX N	PO 2900	0	Building Le	02/01/2012	M0843	City of Gal	TXMAS	4-56060 94564
35	00000000C	NORTEX N	PO# 10000	0	Building Le	02/01/2012	K0150	San Anton	TXMAS	4-56060 94564
36	00000000C	NORTEX N	PO# 45002	0	Building Le	02/01/2012	M0152	City of Sar	TXMAS	4-56060 94564
37	00000000C	NORTEX N	S-4703	0	Building Le	02/01/2012	576	Texas Fore	TXMAS	4-56060 94564
38	00000000C	NORTEX N	STS00000	0	Building Le	02/01/2012	M5572	City of Dal	TXMAS	4-56060 94564
39	00000000C	NORTEX N	TXS-01100	0	Building Le	02/01/2012	576	Texas Fore	TXMAS	4-56060 94564
40	00000000C	NORTEX N	UTMBG-00	0	Building Le	02/01/2012	723	University	TXMAS	4-56060 94564
41										
42										
43										
44										
45										

Online Sales Report (Snapshot)

The Online Sales Report (Snapshot) is available in both the public and private view of the reporting system. This report includes current purchase order information for a specified contractor and date range for online purchase orders only.

Steps to run/view an Online Sales Report (Snapshot)

1. On the Dashboard the Online Sales Report (Snapshot) can be found under the TxSmartBuy Reports menu on the far left hand side of the page.



2. Once the Online Sales Report (Snapshot) option is selected the system will direct the contractor to the Online Sales Report (Snapshot) Page. This page includes a description of the report and steps on how to run the Online Sales Report (Snapshot).

Online Sales Report (Snapshot)

The Online Sales Report is a report that includes purchase orders reported for a specified time range. The term "snapshot" is in reference to the report only containing only the most recently updated data for a given purchase order (PO). This report will not display the revision history for a PO, only the latest data associated as of the date that the report is generated will be shown.

Note: Online Purchase Orders that are in the process of being modified by a state purchaser will not be included in the search results. Total purchase order amounts are not intended to represent an accounting view of payments. The total purchase order value of any leases or rentals will be reflected on initial order date and not broken down into monthly payments.

Directions to run an Online Sales Report (Snapshot):

- 1) Enter a Vendor ID (13 digits).
- 2) Enter a Start and End Date to run the report. (This cannot exceed a 1 year time range.)
- 3) Select Submit.
- 4) Open or save the Online Sales Report (Snapshot). If you do not have Microsoft Excel, please download the [Microsoft Excel Viewer](#).

Vendor ID (13 digits):

Date Range:

Start Date (mm/dd/yyyy):

End Date (mm/dd/yyyy):

3. Begin by entering a Vendor ID or using the defaulted Vendor ID
NOTE: If you are logged in through CMBL your Vendor Id will be defaulted in the field.

Vendor ID (13 digits):	<input type="text" value="0000000000005"/>
Date Range:	
Start Date (mm/dd/yyyy):	<input type="text" value="01/12/2012"/>
End Date (mm/dd/yyyy):	<input type="text" value="02/11/2012"/>
<input type="button" value="Submit"/>	

7. Next enter a Start and End Date. The date range provided is based on the Order Date for a PO. The date range provided cannot be for a future date range

NOTE: Start Date will be defaulted to 30 days prior to the current date and the End Date will be defaulted to the current date.

Start Date:

Vendor ID (13 digits):	<input type="text" value="0000000000005"/>
Date Range:	
Start Date (mm/dd/yyyy):	<input type="text" value="01/12/2012"/>
End Date (mm/dd/yyyy):	<input type="text" value="02/11/2012"/>
<input type="button" value="Submit"/>	

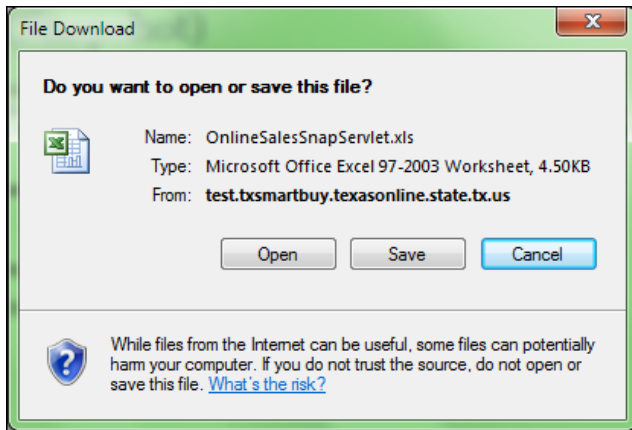
End Date:

Vendor ID (13 digits):	<input type="text" value="0000000000005"/>
Date Range:	
Start Date (mm/dd/yyyy):	<input type="text" value="01/12/2012"/>
End Date (mm/dd/yyyy):	<input type="text" value="02/11/2012"/>
<input type="button" value="Submit"/>	

- a. Then select the “Submit” button

Vendor ID (13 digits):	<input type="text" value="0000000000005"/>
Date Range:	
Start Date (mm/dd/yyyy):	<input type="text" value="01/12/2012"/>
End Date (mm/dd/yyyy):	<input type="text" value="02/11/2012"/>
<input type="button" value="Submit"/>	

- b. The system will prompt the user to open, save, or cancel the report.



- c. If an error message occurs, re-enter the field information and re-submit.

Refer to Appendix A: Global Error Messages

4. The Offline Sales Report (History) will display as shown below. Columns may be adjusted to view field contents.

	A	B	C	D	E	F	G	H	I	J	K
1	ONLINE SALES REPORT (SNAPSHOT)										
2	01/12/2012 To 02/11/2012										
3											
4											
5											
6	VENDOR	VENDOR	PURCHASE	REVISION	DESCRIPTION	ORDER DATE	CUSTOMER	CUSTOMER	CONTRACT	CONTRACT	COMMODITY
7	00000000C	NORTEX N	000040265	0	Building Le	02/01/2012	723	University	TXMAS	4-56060	94564
8	00000000C	NORTEX N	103606	0	Building Le	02/01/2012	M0431	City of Pla	TXMAS	4-56060	94564
9	00000000C	NORTEX N	126406	0	Building Le	02/01/2012	M1230	City of Por	TXMAS	4-56060	94564
10	00000000C	NORTEX N	1320	0	Building Le	02/01/2012	576	Texas Fore	TXMAS	4-56060	94564
11	00000000C	NORTEX N	1325	0	Building Le	02/01/2012	576	Texas Fore	TXMAS	4-56060	94564
12	00000000C	NORTEX N	1326	0	Building Le	02/01/2012	576	Texas Fore	TXMAS	4-56060	94564
13	00000000C	NORTEX N	2008C0180	0	Building Le	02/01/2012	720	University	TXMAS	4-56060	94564
14	00000000C	NORTEX N	2008C0573	0	Building Le	02/01/2012	714	University	TXMAS	4-56060	94564
15	00000000C	NORTEX N	2011C0074	0	Building Le	02/01/2012	750	University	TXMAS	4-56060	94564
16	00000000C	NORTEX N	2012C0027	0	Building Le	02/01/2012	743	University	TXMAS	4-56060	94564
17	00000000C	NORTEX N	3354	0	Building Le	02/01/2012	576	Texas Fore	TXMAS	4-56060	94564
18	00000000C	NORTEX N	34101635	0	Building Le	02/01/2012	J2390	Blinn Colle	TXMAS	4-56060	94564
19	00000000C	NORTEX N	35101017	0	Building Le	02/01/2012	M0460	City of Nev	TXMAS	4-56060	94564
20	00000000C	NORTEX N	35101039	0	Building Le	02/01/2012	743	University	TXMAS	4-56060	94564
21	00000000C	NORTEX N	35101054	0	Building Le	02/01/2012	M0156	City of Ten	TXMAS	4-56060	94564
22	00000000C	NORTEX N	36101665	0	Building Le	02/01/2012	M1460	City of Libe	TXMAS	4-56060	94564
23	00000000C	NORTEX N	39340	0	Building Le	02/01/2012	M5572	City of Dal	TXMAS	4-56060	94564
24	00000000C	NORTEX N	450011738	0	Building Le	02/01/2012	M6010	City of Hou	TXMAS	4-56060	94564
25	00000000C	NORTEX N	450014750	0	Building Le	02/01/2012	M6010	City of Hou	TXMAS	4-56060	94564
26	00000000C	NORTEX N	450015340	0	Building Le	02/01/2012	M6010	City of Hou	TXMAS	4-56060	94564
27	00000000C	NORTEX N	47524	0	Building Le	02/01/2012	S2311	McCamey	TXMAS	4-56060	94564
28	00000000C	NORTEX N	808-10-155	0	Building Le	02/01/2012	808	Texas Hist	TXMAS	4-56060	94564
29	00000000C	NORTEX N	AG-82FT-C	0	Building Le	02/01/2012	551	Dept of Ag	TXMAS	4-56060	94564
30	00000000C	NORTEX N	B0000136	0	Building Le	02/01/2012	J0840	College of	TXMAS	4-56060	94564
31	00000000C	NORTEX N	P000473	0	Building Le	02/01/2012	576	Texas Fore	TXMAS	4-56060	94564
32	00000000C	NORTEX N	P100145	0	Building Le	02/01/2012	576	Texas Fore	TXMAS	4-56060	94564
33	00000000C	NORTEX N	P100496 /	0	Building Le	02/01/2012	738	University	TXMAS	4-56060	94564
34	00000000C	NORTEX N	PO 2900	0	Building Le	02/01/2012	M0843	City of Gal	TXMAS	4-56060	94564
35	00000000C	NORTEX N	PO# 10000	0	Building Le	02/01/2012	K0150	San Anton	TXMAS	4-56060	94564
36	00000000C	NORTEX N	PO# 45002	0	Building Le	02/01/2012	M0152	City of Sar	TXMAS	4-56060	94564
37	00000000C	NORTEX N	S-4703	0	Building Le	02/01/2012	576	Texas Fore	TXMAS	4-56060	94564
38	00000000C	NORTEX N	STS00000	0	Building Le	02/01/2012	M5572	City of Dal	TXMAS	4-56060	94564
39	00000000C	NORTEX N	TXS-01100	0	Building Le	02/01/2012	576	Texas Fore	TXMAS	4-56060	94564
40	00000000C	NORTEX N	UTMBG-00	0	Building Le	02/01/2012	723	University	TXMAS	4-56060	94564
41											

Search and View Online Purchase Orders

The Search and View Online Purchase Orders is available in both the public and private views. A user can search for Purchase Order (PO) information by searching by the exact PO Number or a combination of both a Vendor ID and a Date Range.

Steps to Search and View Online Purchase Orders

1. Begin by selecting the Search and View Online Purchase Orders link from the TxSmartBuy menu on the dashboard.



2. The system will then direct the user to the Search and View Online Purchase Orders page. This page includes a description and steps on how to search and view a purchaser order.

Search and View Online Purchase Orders

The search and view of online purchase orders allows for a search to be done for a particular purchase order and view the related PDF. If the purchase order number is not known, a search can also be done using the Vendor ID and a date range that the PO was created. Note: Online Purchase Orders that are in the process of being modified by a state purchaser will not be included in the search results.

Directions to Search and View Online Purchase Orders:

1) Enter Purchase Order Number or Enter a Vendor ID and Date Range (Note: Date range cannot exceed 31 days).
2) Select Submit.

Purchase Order Number

-- OR --

Vendor ID (13 digits):

Start Date (mm/dd/yyyy):

End Date (mm/dd/yyyy):




NOTE: When a user is logged into the private view of the system, this page will default the Vendor ID and Date Range. For public users, only the date range will be defaulted.

3. To do a search using the purchase order number, begin by entering the full purchase order number in the field provided.

Purchase Order Number	<input type="text" value="10063811"/>
-- OR --	
Vendor ID (13 digits):	<input type="text" value="0000000000005"/>
Start Date (mm/dd/yyyy):	<input type="text" value="03/12/2012"/>
End Date (mm/dd/yyyy):	<input type="text" value="04/11/2012"/>
<input type="button" value="Submit"/>	


NOTE: If a Purchase Order number is entered, the information below (Vendor ID and Date Range) will be ignored.

- Next select submit and view search results.

 Window on State Government		Susan Combs Texas Comptroller of Public Accounts	
Click to Return to Statewide Contractor Reporting Dashboard			
Help			
<h3>Online Purchase Order Search Results</h3>			
Select a Purchase Order Number to view further information and attachments for the purchase order. Download the Adobe Reader to view the documents listed on this page.			
Purchase Order Number	Creation Date	Modified Date	Vendor ID
 10063811	03/01/2012	03/01/2012	
Vendor Name		Agency Name	Amount
Texas Correctional Institute		State Senate	\$48.45
<input type="button" value="Back"/>			

- The search results page will display the PO numbers that match the search criteria entered and high level information related to the PO. From the search results page, the PO number can be selected (clicked) to view the PO PDF related to the purchase order.

PO PDF display:

	Order No.	10063811
	Order Status	Approved
	Order Date	01-MAR-2012 13:08:17
	Order Type	STANDARD
	Created By	
	Cust Req No.	

Contractor: [REDACTED]
Contact: [REDACTED]
Ship To: [REDACTED] **Bill To:** [REDACTED]

Purchasing Contact	Julie Gallo	123-456-7890 (X123)	jugallo@gmail.com
--------------------	-------------	---------------------	-------------------


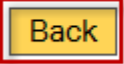
Revision No.	0	Note To Contractor	If this PO Revision No. is OTHER THAN ZERO, this Indicates a CHANGE to an existing PO
--------------	---	--------------------	---

The State of TEXAS is exempt from all Federal Excise Taxes except as noted in each contract.
STATE AND CITY SALES TAX EXEMPTION CERTIFICATE:
The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described in this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas, or a Texas County, City, Special District, or Other Political Subdivision.

Lee Dorsey
TEXAS COMPTROLLER OF PUBLIC ACCOUNTS - CTPM

Line No.	NIGP Code	Commodity Code or Supplier Part #	Description	Quantity Per UOM	UOM	Quantity	Unit Price	Extended Amount
1	82575	82575881501	Bull Whip; 6 Feet Whip Made From Heavy Leather. Rawhide Core. Solid Oak		EA	1.00	\$48.45	\$48.45

- To do another search, select the Back button on the results page to return to the search page.

Purchase Order Number	Creation Date
 10063811	03/01/2012
	

- The system will direct the user back to the search page once the Back button is selected. From this page another search can be done. In the case that a user does not have the PO a number a search can be done based on Vendor ID and Date Range. The Date Range provided will look at the PO Order Date (creation date).

Purchase Order Number


-- OR --

Vendor ID (13 digits):

Start Date (mm/dd/yyyy):

End Date (mm/dd/yyyy):

8. Once the search criteria is entered and the “Submit” button is selected, the system will return all the purchase orders that meet the criteria entered.



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Help

Online Purchase Order Search Results

Select a Purchase Order Number to view further information and attachments for the purchase order. Download the [Adobe Reader](#) to view the documents listed on this page.

Purchase Order Number	Creation Date	Modified Date	Vendor ID	Vendor Name	Agency Name	Amount
 10063864	03/20/2012	03/20/2012	XXXXXXXXXX	STATE CONTRACTORS ASSOCIATION	STATE SENATE	\$323.00
 10063871	03/23/2012	03/23/2012	XXXXXXXXXX	STATE CONTRACTORS ASSOCIATION	SEN. LOPEZ - OFFICE & STAFF	\$49,693.96
 10063874	03/23/2012	03/23/2012	XXXXXXXXXX	STATE CONTRACTORS ASSOCIATION	SEN. LOPEZ - OFFICE & STAFF	\$15.00
 10063875	03/23/2012	03/23/2012	XXXXXXXXXX	STATE CONTRACTORS ASSOCIATION	SEN. LOPEZ - OFFICE & STAFF	\$1.00
 10063876	03/23/2012	03/23/2012	XXXXXXXXXX	STATE CONTRACTORS ASSOCIATION	SEN. LOPEZ - OFFICE & STAFF	\$15.00

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9. From the search results screen a PO number can be selected to view the related PO PDF as shown on Step 5 above.

View Contractor Sales Summary Information

The View Contractor Sales Summary Information is available in both the public and private view of the reporting system. A user can view sales summary (for both offline and online sales) information for a specific contractor and time frame in the Statewide Contract Reporting System.

Steps to run/view the Contractor Sales Summary Information Report

1. On the Dashboard the View Contractor Sales Summary Information can be found under the Combined Reports menu on the far left hand side of the page.



2. Once the View Contractor Sales Summary Information option is selected the system will direct the user to the View Contractor Sales Summary Information Page. This page will include a description and steps for running the Contractor Sales Summary Information Report.

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[Click to Return to Statewide Contractor Reporting Dashboard](#) [Help](#)

Contractor Sales Summary Information Report

The Contractor Sales Summary Information Report contains a sales summary view (for both offline and online sales) information for a specified vendor and date range in the Statewide Contract Reporting System.

The report will show totals for both online and offline sales for TXMAS Purchase Order Amounts, Total Purchase Order Amounts, Total Admin Fees, and TXMAS Sales Rebate Amount totals.

Note: Online Purchase Orders that are in the process of being modified by a state purchaser will not be included in the search results. Total purchase order amounts are not intended to represent an accounting view of payments. The total purchase order value of any leases or rentals will be reflected on initial order date and not broken down into monthly payments.

Directions to View Contractor Sales Summary Information Report:

- 1) Enter a Vendor ID (13 digits).
- 2) Enter a Start and End Date to run the report. (This cannot exceed a 1 year time range.)
- 3) Select Submit.

Vendor ID (13 digits):

Date Range:

Start Date (mm/dd/yyyy):

End Date (mm/dd/yyyy):

2. Begin by entering a Vendor ID or use defaulted Vendor ID
NOTE: If you are logged in through CMBL your Vendor Id will be defaulted in the field.

Vendor ID (13 digits):

Date Range:

Start Date (mm/dd/yyyy):

End Date (mm/dd/yyyy):

3. Next enter a Start and End Date. The date range provided is based on the Order Date for a PO. The date range provided cannot be for a future date range

NOTE: Start Date will be defaulted to 30 days prior to the current date and the End Date will be defaulted to the current date.


Start Date:

Vendor ID (13 digits):	<input type="text" value="0000000000005"/>
Date Range:	
Start Date (mm/dd/yyyy):	<input type="text" value="03/12/2012"/>
End Date (mm/dd/yyyy):	<input type="text" value="04/11/2012"/>
<input type="button" value="Submit"/>	

End Date:

Vendor ID (13 digits):	<input type="text" value="0000000000005"/>
Date Range:	
Start Date (mm/dd/yyyy):	<input type="text" value="03/12/2012"/>
End Date (mm/dd/yyyy):	<input type="text" value="04/11/2012"/>
<input type="button" value="Submit"/>	

- a. The system will display the Contractor Sales Summary Information in the window.


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[Help](#)

Contractor Sales Summary Information Report

The data displayed shows totals for Online and Offline sales relevant to the date range entered and is not to be confused with invoice statement.

Vendor ID: [REDACTED]

Vendor Name: [REDACTED]

Start Date: 03/12/2012

End Date: 04/11/2012

	Online Sales Summary	Offline Sales Summary	Grand Total Sales
Total TXMAS Purchase Order Amount:	\$0.00	\$15,761.75	\$15,761.75
Total Purchase Order Amount:	\$50,047.96	\$15,761.75	\$65,809.71
Total Admin Fee Amount:	\$750.72	\$236.43	\$987.15
Total TXMAS Sales Rebate Amount:	\$0.00	\$116.44	\$116.44

Payment Information:

TXSMARTBUY FEE PAYMENT INFORMATION

Please refer to your invoice from NIC for amounts current owed and for payment instructions. If you have any questions, please contact txsmartbuybilling@nicusa.com

TXMAS REBATE PAYMENT INFORMATION

- TXMAS contractors (only) must separately pay the state for the TXMAS Sales Rebate.
- TXMAS Sales Rebate remittance should be identified as "TXMAS Sales Rebate" and made payable to CPA.

Please mail checks to the address below:

Comptroller of Public Accounts
TPASS
Attention: Accounts Payable
PO Box 13186
Austin, TX 78711-3186

Contractors may alternatively pay for TXMAS rebate amount via ACH Debit. Please contact the TXMAS program administrator for additional information or questions at txmas@cpa.state.tx.us

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- b. If an error message occurs, re-enter the field information and re-submit, common errors:

Refer to Appendix A: Global Error Messages

Offline Sales Finance Report

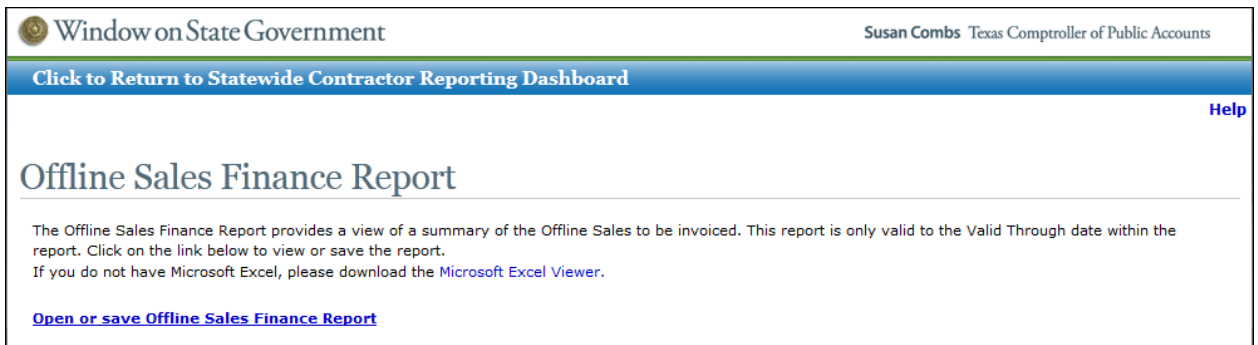
The Offline Sales Finance Report is available to the public and all contractors. This report provides users with the ability to run and view the offline sales finance report. Although this report is open to the public, TexasOnline will primarily use this report for invoicing purposes. The purpose of the report is to identify the invoice amount for each offline sales purchase order eligible to be invoiced (across all contractors) by TexasOnline in a given month timeframe.

Steps to run/view the Offline Sales Finance Report

1. On the Dashboard the Offline Sales Finance Report can be found under the Offline Reports menu on the far left hand side of the page.



2. Once the Offline Sales Finance Report option is selected the system will direct the user to the Offline Sales Finance Report page. This page will include a description of the report and a link to open or save the Offline Sales Finance Report.



3. Select the link located in the center of the page to Open or View the report.



4. The system will prompt to open, save, or cancel the report.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	OFFLINE SALES FINANCE REPORT																
2	REPORT GENERATION DATE/TIME: 04/11/2012 09:43:10																
3	REPORTING PERIOD: 04/04/2012																
4																	
5																	
6	VENDOR I	VENDOR I	PURCHASE	REVISION	DESCRIPTION	ORDER D.	CUSTOMER	CUSTOMER	CONTRACT	CONTRACT	COMMODITY	PURCHASE	TAX	INVOICE	CONTRACT	DELIVERY	UPLOAD DATE/TIME
7	000000000	NORTEX M	000040265		0 Building L	02/01/2012	723	University	TXMAS	4-56060	94564	\$1,920.96	\$0.00	36101707			03/06/12 03:25:01
8	000000000	NORTEX M	103606		0 Building L	02/01/2012	M0431	City of Pla	TXMAS	4-56060	94564	\$175.00	\$0.00	33101793			03/06/12 03:25:00
9	000000000	NORTEX M	126406		0 Building L	02/01/2012	M1230	City of Por	TXMAS	4-56060	94564	\$613.00	\$0.00	34101653			03/06/12 03:25:00
10	000000000	NORTEX M	1320		0 Building L	02/01/2012	576	Texas Fori	TXMAS	4-56060	94564	\$1,393.60	\$0.00	33101825			03/06/12 03:25:01
11	000000000	NORTEX M	1325		0 Building L	02/01/2012	576	Texas Fori	TXMAS	4-56060	94564	\$910.60	\$0.00	33101826			03/06/12 03:25:01
12	000000000	NORTEX M	1326		0 Building L	02/01/2012	576	Texas Fori	TXMAS	4-56060	94564	\$793.60	\$0.00	50100004			03/06/12 03:25:01
13	000000000	NORTEX M	2008C0180		0 Building L	02/01/2012	720	University	TXMAS	4-56060	94564	\$2,157.00	\$0.00	33101801			03/06/12 03:25:01
14	000000000	NORTEX M	2008C0570		0 Building L	02/01/2012	714	University	TXMAS	4-56060	94564	\$1,595.00	\$0.00	33101800			03/06/12 03:25:01
15	000000000	NORTEX M	2011C0074		0 Building L	02/01/2012	750	University	TXMAS	4-56060	94564	\$1,819.00	\$0.00	33101802			03/06/12 03:25:01
16	000000000	NORTEX M	2012C0027		0 Building L	02/01/2012	743	University	TXMAS	4-56060	94564	\$2,392.32	\$0.00	36101677			03/06/12 03:25:01
17	000000000	NORTEX M	3354		0 Building L	02/01/2012	576	Texas Fori	TXMAS	4-56060	94564	\$704.72	\$0.00	33101827			03/06/12 03:25:01

View Administrative Fee Account Statement

The View Administrative Fee Account Statement is only available to logged in contractors. The Administrative Fee Account Statement provides a snapshot view of the outstanding balances for a logged in vendor for both offline and online sales on a monthly basis.


NOTE: The Administrative Fee Account Statement does not provide real time information.

Steps to View Administrative Fee Account Statement

1. Begin by selecting the View Administrative Fee Account Statement from the Offline Reports menu.



2. Next the system will display the Administrative Fee Account Statement for the logged in contractor.


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Administrative Fee Account Statement

The Administrative Fee Account Statement includes outstanding balances relative to the As of Date shown. This report takes into account both online and offline sales.

Vendor ID	Current Period Amount	31-60 Day Amount	61-90 Day Amount	91-120 Day Amount	121+ Day Amount	Total Amount	As Of Date
00000000000000000000			\$256.90			\$256.90	04/01/2012

Appendix

Appendix A: Global Error Messages

Invalid Vendor ID

There was an error detected with the information you submitted:
The Vendor ID is not valid.

Required field left blank

Vendor ID:

There was an error detected with the information you submitted:
The Vendor ID is required.

Start Date:

There was an error detected with the information you submitted:

The Start Date is required.

End Date:

There was an error detected with the information you submitted:

The End Date is required.

Invalid Date Range

There was an error detected with the information you submitted:

The Date Range must be less than 31 days

There was an error detected with the information you submitted:

The Date Range must be less than one year.

Invalid field input

Invalid Start Date

There was an error detected with the information you submitted:
The Start Date is not valid.

Invalid End Date

There was an error detected with the information you submitted:
The End Date is not valid.

Invalid Vendor ID

There was an error detected with the information you submitted:
The Vendor ID is not valid.

No Results for search

No purchase orders found, please try your search again.